

CABINET FORWARD WORK PLAN

1 SEPTEMBER 2013 TO 31 DECEMBER 2013

Explanatory Note

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published at the beginning of each month.

This Plan includes matters which the Leader has reason to believe will be the subject of a key decision to be taken by Cabinet during the period covered by this Plan. Key decisions are marked as (🔑)

The Plan shows the following details for Key Decisions: -

- Title of the matter for decision
- Date that the decision will be made
- Reporting process (all other meetings that have or will consider the item)
- A description of the purpose of the report to be considered
- Individuals/Parties consulted regarding decision
- Means of Consultation carried out
- Any documents relied upon in carrying out the decision
- Officer contact name and telephone number
- The relevant Cabinet member
- Where the item or part of the item will be considered in private

The Council has adopted the following criteria to determine what item qualifies as a key decision:

1. Any decision which would result in the closure of an amenity or total withdrawal of a service.
2. Any restriction of service greater than 5 per cent measured by reference to current expenditure or hours of availability to the public.
3. Any action incurring expenditure or producing savings greater than 20 per cent of budget service areas against which the budget is determined by Full Council.
4. Any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework.
5. Any proposal to change the policy framework.
6. Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions.

Membership of Cabinet:


Name	Portfolio Details
Cllr JA Scott	Leader of the Council
Cllr J Thomson	Deputy Leader and Cabinet Member for Highways, Streetscene and Broadband
Cllr D Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr F de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr L Mayes	Cabinet Member for Children's Services
Cllr K Humphries	Cabinet Member for Public Health and Protection, Adult Care and Housing
Cllr J Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr T Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste
Cllr S Wheeler	Cabinet Member for Hubs, Human Resources, Legal, Democratic Services, Governance, Heritage and Arts



Representations/Public Participation


Supporting documents other than those listed in the schedule below may be submitted to Cabinet if you would like to make representations on any of the items to be considered by Cabinet, please contact the officer named or Cabinet member for the relevant item.


Additionally, the Council welcomes participation at its meetings from members of the public. Meetings of Cabinet and its Committees are open to members of the public, unless the agenda states that an item or part of an item will be considered in private. Members of the public may ask a question or make a statement. Written notice of questions should be sent Yamina Rhouati, Democratic Governance Manager Yamina.Rhouati@wiltshire.gov.uk by 12.00 noon two working days before the meeting. Please contact Democratic Services on 01225 718024 for further information.


Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private (No, unless otherwise stated)
24 September 2013						
24 Sep 2013 Proposed Senior Management Restructure	To consider the senior management restructuring following consultation with those affected and adoption of the Business Plan			Cllr Stuart Wheeler stuart.wheeler@wiltshire.gov.uk	Barry Pirie barry.pirie@wiltshire.gov.uk	
24 Sep 2013 High Level Leadership Development Proposals	To consider proposals regarding a leadership development strategy for our senior team aligned to the delivery of the business plan.			Cllr Stuart Wheeler stuart.wheeler@wiltshire.gov.uk	Barry Pirie barry.pirie@wiltshire.gov.uk	
24 Sep 2013 Winterbourne View	To advise of the progress that has been made since the Department of Health issued its report (<i>transforming Care: a National Response to Winterbourne View Hospital</i>) in December 2012 and the associated recommendations.			Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	George O'Neil george.oneil@wiltshire.gov.uk	

24 Sep 2013 Help to Live at Home - Appointment of Contractors	 To note the appointment of a contractor for the help to live at home service.			Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	James Cawley james.cawley@wiltshire.gov.uk Tel: 01225 713951	
24 Sep 2013 Public Health Annual Report 2012-13	To inform Cabinet members of Public Health's activity in Wiltshire during 2012-13.			Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	Maggie Rae maggie.rae@wiltshire.gov.uk	
24 Sep 2013 Military Civilian Integration Programme	To provide an update on the Military Civilian Partnership and its Programme of Work.			Cllr Jane Scott OBE jane.scott@wiltshire.gov.uk	Carolyn Godfrey carolyn.godfrey@wiltshire.gov.uk Tel: 01225 713750	
24 Sep 2013 Report on Treasury Management	To provide a quarterly update on the 2013/14 treasury management position for the quarter to the end of June 2013.			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Michael Hudson michael.hudson@wiltshire.gov.uk	
24 Sep 2013 Revenue Budget Monitoring	To receive an update on the Council's revenue budget.			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk	
24 Sep 2013 Electricity Opportunity Assessment (Appendices to be considered in Part 2)	Propose an electricity procurement solution and seek delegated authority to contract	Corporate Leadership Team	Notification of Private Meeting Form - Supply of Energy, Electricity and Gas 21.8.13	Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Greg Lewis greg.lewis@wiltshire.gov.uk	


<p>24 Sep 2013 Parish/Town Council Grant Options (Part 2 Item)</p>	<p> To consider the support options for Town and Parish Councils.</p>		<p>Notification of Private Meeting 24.09.13 - Parish-Town Council Support Options</p>	<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	
<p>24 Sep 2013 Proposed Extension to Waste and Recycling Collection Contract (Part 2 Item)</p>	<p> To seek a decision from Cabinet on the proposed extension to the contract for the collection of waste and recycling in the west of the county</p>	<p>Councillor Toby Sturgis, Corporate Leadership Team and Environment Select Committee</p>	<p>Notification of Private Meeting Form - Waste Contract 24.09.13</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Tracy Carter tracy.carter@wiltshire.gov.uk</p>	
<p>22 October 2013</p>						
<p>22 Oct 2013 Investing in Highways</p>	<p>To consider options for increased investment in highways maintenance</p>	<p>Consultations held with relevant officers in connection with legal, finance and environmental aspects of project. Public Consultation will be undertaken on individual sites during the implementation stage.</p>		<p>Cllr John Thomson john.thomson@wiltshire.gov.uk</p>	<p>Peter Binley peter.binley@wiltshire.gov.uk</p>	

<p>22 Oct 2013 Business Plan Scorecard Update</p>	<p>Update on Performance</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Robin Townsend robin.townsend@wiltshire.gov.uk</p>	
<p>22 Oct 2013 10 Year Capital Asset Strategy</p>	<p> To update the Council's Capital Asset Strategy to cover the next 10 years and drive the Capital Programme.</p>	<p>Area Boards</p>		<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Mark Stone, Michael Hudson mark.stone@wiltshire.gov.uk, michael.hudson@wiltshire.gov.uk</p>	
<p>22 Oct 2013 School Funding Reform: Arrangements for 2014-15</p>	<p>For Cabinet to approve the local funding formula for Wiltshire schools taking in to account the new funding arrangements for 2014-15</p>	<p>Schools will be consulted on any changes during September 2013 and Schools Forum will consider the outcomes of the consultation and make recommendations to Cabinet</p>	<p>DfE Funding Arrangements 14-15</p>	<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Elizabeth Williams elizabethA.williams@wiltshire.gov.uk</p>	

<p>22 Oct 2013 Systems Thinking / Programme Office</p>	<p> To report on the Corporate Directors agreed priorities for the Transformation Programme – including the Systems Thinking Reviews and the agreed programmes and projects the programme office will support, which in effect will become the agreed programme and projects that finance, HR and IT will support.</p>			<p>Cllr Jane Scott OBE jane.scott@wiltshire.gov.uk</p>	<p>Mark Stone mark.stone@wiltshire.gov.uk</p>	
<p>22 Oct 2013 Business Improvement Districts</p>	<p>To report to cabinet the purpose, operation, benefits and costs of Business Improvement Districts (BIDs)</p>		<p>Salisbury Business Improvement District Business Plan</p>	<p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p>	<p>Alistair Cunningham alistair.cunningham@wiltshire.gov.uk Tel: 01225 713203</p>	
<p>22 Oct 2013 Porton Science Park Masterplan Update</p>	<p>To provide Cabinet with an update on progress on the Porton Science Park Masterplan</p>		<p>Porton Science Park Masterplan</p>	<p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p>	<p>Alistair Cunningham alistair.cunningham@wiltshire.gov.uk Tel: 01225 713203</p>	

<p>22 Oct 2013 European Regional Development Fund Technical Assistance</p>	<p>To report to Cabinet the purpose, operation, benefits and costs relating to the European Development Fund Technical Assistance Programme and invite Cabinet to delegate authority to the Service Director for Economy and Regeneration, in consultation with the Cabinet Member for Economy, Transport and Skills to submit a bid on behalf of the council acting as Accountable Body for the LEPs in the Southwest of England</p>		<p>European Regional Development Fund offer letter</p>	<p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p>	<p>Alistair Cunningham alistair.cunningham@wiltshire.gov.uk Tel: 01225 713203</p>	
<p>21 November 2013</p>						
<p>21 Nov 2013 Local Transport Plan: Accessibility Cycling, Smarter Choices and Powered Two Wheeler Strategies</p>	<p> To present results of consultation and for Cabinet to approve the finalised strategies.</p>	<p>Public consultation closed in May.</p>	<p>Accessibility Cycling, Smarter Choices and Powered Two Wheeler Strategies.</p>	<p>Cllr John Thomson john.thomson@wiltshire.gov.uk</p>	<p>Heather Blake heather.blake@wiltshire.gov.uk</p>	
<p>21 Nov 2013 Interim Report on Treasury Management Strategy 2013-14</p>	<p>To provide an update on the interim treasury management position to the end of September 2013 for the financial year 2013/14</p>	<p>Corporate Leadership Team</p>		<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	

17 December 2013

17 Dec 2013 Fees and Charges Policy	For Cabinet to consider the Policy in which the Council sets its fees and charges.			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Michael Hudson michael.hudson@wiltshire.gov.uk	
17 Dec 2013 Adoption Agency Report	 To ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.			Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Lin Hitchman lin.hitchman@wiltshire.gov.uk Tel: 01225 713665	
17 Dec 2013 Revenue Budget Monitoring	To receive an update on the Council's revenue budget.			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk	
17 Dec 2013 Business Plan Scorecard Update	Update on Performance			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Robin Townsend robin.townsend@wiltshire.gov.uk	